

**TOWNSHIP OF SOUTH-WEST OXFORD
COUNCIL MINUTES**

November 17, 2009

MEMBERS PRESENT: Mayor: James Hayes
Councillors: D. Anne Vanhoucke, Ron Sackrider
George Klosler, David Mayberry,
Jay Heaman, Gerry Mitchell
D. Anne Vanhoucke

MEMBERS ABSENT: None

STAFF PRESENT: Mary Ellen Greb, C.A.O./Clerk-Treasurer
Dianne Harnett, Deputy Clerk

MEETING CALLED TO ORDER

The meeting was called to order at 7:00 p.m. by Mayor James Hayes.

APPROVAL OF AGENDA

Resolution No. 1 Moved by Ron Sackrider
Seconded by David Mayberry

RESOLVED that the agenda for the November 17, 2009,
Meeting of Council be approved.

DISPOSITION: Motion Carried

MINUTES

Resolution No. 2 Moved by D. Anne Vanhoucke
Seconded by George Klosler

RESOLVED that the minutes of the November 3, 2009, Regular
Meeting of Council be approved.

DISPOSITION: Motion Carried

Resolution No. 3 Moved by David Mayberry
Seconded by Gerry Mitchell

RESOLVED that the Closed Session Council Minutes of
November 3, 2009 be approved.

DISPOSITION: Motion Carried

Resolution No. 4 Moved by Ron Sackrider
Seconded by David Mayberry

RESOLVED that the following persons be appointed as members of the Court of Revision for the Lindsay Drain 2009;

CHAIRPERSON: David Mayberry
MEMBER: Ron Sackrider
MEMBER: Russell Jull (Norwich Township)

DISPOSITION: Motion Carried

BUSINESS ARISING FROM MINUTES

None

DECLARATION OF PECUNIARY INTEREST

There were no declarations.

ADJOURN FOR A MEETING OF THE COURT OF REVISION-LINDSAY DRAIN 2009

The following resolution was passed at 7:03 p.m.

Resolution No. 5 Moved by David Mayberry
Seconded by Gerry Mitchell

RESOLVED that Council adjourn in order that a meeting of the Court of Revision for the Lindsay Drain 2009 may be held in the Chamber.

DISPOSITION: Motion Carried

The meeting of the Court of Revision for the Lindsay Drain having been concluded, the Council Meeting was resumed at 7:05 p.m.

STAFF REPORTS

WORKS DEPARTMENT REPORT NO. W.D. 23-2009

Works Superintendent, Bill Freeman gave his report as follows:

1. 2010 Budget Pre-approval Recommendation

Mr. Freeman requested pre-approval to tender by January 4th for a tandem dump truck with snow plow, sanding equipment and pavement edger. He will present a report to Council on January 19th meeting summarizing the tenders received and making a recommendation for purchase. The estimated cost of the equipment is \$225,000.00. This expenditure was contained as a 2010 expenditure in the capital equipment forecast of 2009.

In order for the Township to receive the truck earlier in 2010 it must be tendered early in the year.

The current 1996 International tandem truck has accumulated 400,000 kilometres. The value is estimated at \$26,000-\$28,000.

**VICKI LUKE, ONTARIO MINISTRY OF AGRICULTURE, FOOD AND RURAL AFFAIRS
(OMAFRA)**

Vicki Luke informed Council that her role is similar to the one she had previously with Oxford Small Business Centre in Ingersoll. She explained the regional map she provided with her handout that noted that there are three people for the Oxford area (including her)... Shawna Stonehouse and Erin Panek. They support economic planning through facilitation and OMAFRA offers economic community tools, data and census. OMAFRA has the means to work with data and there is no cost, as this portion it is funded through Stats Canada.

Ms. Luke explained that First Impressions is a good tool to gage how your community is viewed by those visiting your community. The Township is matched with a community similar in size/population and each community is reviewed by the other which gauges an action plan of where a community needs to focus its' economic vision. She also described the Business Retention + Expansion program, Main Street Ontario (which is now being reviewed). The mandate from the provincial government right now is job creation.

The Market Investment Fund fuels projects geared to assisting local food markets. The mandate currently is community revitalization, skills training and health care. There is great support for food processors to expand their businesses in an effort of government to assist with job creation. Ms. Luke explained that OMAFRA staff is available to assist with funding programs, i.e. applications to Sand Plains Community Fund (application-based program to assist rural communities in the tobacco-growing region to transition to non-tobacco based economy), Southern Ontario Development Program (SODP). These federal funded programs can be matched also with provincial funding.

As far as South-West Oxford's economic development committee, Ms. Luke commented they were at the prioritizing idea stage and would like to see that committee revitalized. Council would like more information on how broadband will be expanded. Ms. Luke commented she would find out information on that through her office.

Ms. Luke explained the best and most effective approach for economic development is to have a plan that fits the fund, not the opposite. Deputy Clerk Harnett will pursue revitalizing economic development with a meeting with OMAFRA representative Vicki Luke through CAO Greb's direction at a later date.

Brownsville Community Services Centre

In Attendance: Canada Post (Brownsville) Post Master Ginny Stroobandt, Brownsville Hall Representative Wilma Van Gorp and Brownsville Community Hall/Library/Fire Hall Complex Council Committee Member Milt Chesterman.

C.B.O. Dwayne Daniel reviewed the drawings that were ninety percent complete received from the Architect, Skinner & Skinner with Council, Board and Staff.

The Board members in attendance asked if the Architect could move the complete wall behind the library, coat room back 4 feet to be even with the fire hall rear wall and expand the east wall 10 feet. The delegation noted that there was not enough storage space in the drawings and that the kitchen and hall were too small to meet the future needs of the community.

A Council discussion ensued regarding the matter with Council direction given to staff to examine the additional cost and time delay in adjusting the plans to enlarge the kitchen and storage area.

C.A.O. Greb requested direction from Council defining what the acceptable time delay and cost would be as there was not going to be another council meeting for two weeks and a decision would have to be made forthwith.

The Board members ask Council for permission to contact CBO Daniel on any changes to drawings that could be reviewed with them. CAO Greb suggested they set up a time with the CBO as he has inspection timetable that he adheres to.

Council deferred further discussion on the matter until later in the meeting.

The delegation vacated the chamber.

PLANNING & ZONING

#842 Oxford County Community and Strategic Planning – Site Plan Approval application for Brownsville Community Complex

Melissa Sherran, County Planning / Brownsville Community Services Ctr. Site Plan Review

Ms. Sherran reviewed her report to Council and the outstanding issues to complete the site plan. She explained that the septic should not be an issue with the 100 metre radius. Her report is based on the drawings that she received at the time. The County is satisfied with the conceptual design. Her recommendation is to defer the application for Site Plan submitted by Skinner & Skinner at this time until further information is received. Also, that the site plan be circulated to County Public Works department for their comment.

Resolution No. 10 Moved by David Mayberry
Seconded by Gerry Mitchell

RESOLVED that Site Plan Application File: SSPC 09-3 be approved in principle pending the resolution of outstanding issues and further that once the issues have been resolved to the satisfaction of the Township that the C.A.O. be authorized to approve the plan.

DISPOSITION: Motion Carried

CLOSED MEETING

Council went into closed session to discuss the following:

- Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

Resolution No. 11 Moved by David Mayberry
Seconded by Gerry Mitchell

RESOLVED THAT Council hold a closed meeting in order to address a matter pertaining to:

- Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

DISPOSITION: Motion Carried

Council went into Committee of the Whole “in camera” at 9:40 p.m. and reconvened “in public” at 10:05 p.m.

APPOINTMENT OF CHAIR

Resolution No. 12 Moved by Gerry Mitchell
Seconded by Ron Sackrider

RESOLVED that Councillor David Mayberry be appointed to chair the Council Meeting as Acting Mayor in the absence of Mayor James Hayes.

DISPOSITION: Motion Carried

DRAINAGE SUPERINTENDENT’S REPORT NO. D.D. 27-2009

Drainage Superintendent Wray Ramsay gave his report as follows:

1. Butler Drain – Branch “B” Drain 2009

Mr. Ramsay written report recommended the tender price of \$7,670.00 from Van Gorp Drainage for the Butler Drain – Branch “B” be accepted.

Resolution No. 13 Moved by Gerry Mitchell
Seconded by Ron Sackrider

RESOLVED that the Drainage Superintendent’s Report No. D.D. 27-2009 be approved.

DISPOSITION: Motion Carried

DEPUTY CLERK REPORT – VOTE BY MAIL ELECTION 2010 D.C. 2-2009

Ms. Harnett’s report recommended Council approve the Vote by Mail method early to be able to education the constituents and staff. AMCTO recommends an alternate voting method in 2010 as the Accessibility legislation effective January 1, 2010 will require many changes to voting stations to adhere to their new requirements. The voter turnout from other municipalities also has been increased by the Vote by Mail method.

Resolution No. 14 Moved by Ron Sackrider
Seconded by Gerry Mitchell

RESOLVED that the Deputy Clerk’s Report No. D.C. 2-2009 be received.

DISPOSITION: Motion Carried

Resolution No. 15 Moved by D. Anne Vanhoucke
Seconded by Gerry Mitchell

RESOLVED that the Township of South-West Oxford conduct the 2010 Municipal Election using the Vote by Mail method.

DISPOSITION: Motion Carried

C.A.O. CLERK-TREASURER REPORT C.A.O. 9-2009

C.A.O. Mary Ellen Greb gave her report as follows:

Request for Christmas Office Closure 2009:

The background information of the report was reviewed with Council. The report recommended that Council close the administrative office, similar to previous years from 5:00 p.m. on Wed., December 23, 2009 and to re-open on Mon., January 4, 2010 at 9:00 a.m.

Resolution No. 16 Moved by Gerry Mitchell
Seconded by George Klosler

RESOLVED that the Chief Administrative Officer’s Report No. C.A.O. 9-2009 be approved.

DISPOSITION: Motion Carried

CHIEF ADMINISTRATIVE REPORT NO. C.A.O. 10-2009

C.A.O. Greb recommended that Council approve a schedule for 2010 Regular Meetings. Following Council discussion the original recommendation was amended and finalized as follows:

Day Meeting (9:00 a.m.)	Evening Meeting (7:00 p.m.)
January 19, 2010	None
February 2, 2010	February 16, 2010
March 2, 2010	March 16, 2010
April 6, 2010	April 20, 2010
May 4, 2010	May 18, 2010
June 2, 2010	June 15, 2010
None	July 6, 2010
None	August 3, 2010
September 7, 2010	September 21, 2010
October 5, 2010	October 19, 2010
November 2, 1010	November 16, 2010
December 7, 2010 (new council)	December 21, 2010

Resolution No. 17 Moved by Gerry Mitchell
Seconded by Jay Heaman

RESOLVED that the Chief Administrative Officer's Report No. C.A.O. 10-2009 be approved as amended.

DISPOSITION: Motion Carried

FIRE DEPARTMENT

Mount Elgin Fire Station

Fire Chief Eric Johnson's written report was reviewed by Council. The report contained no recommendations.

Beachville Fire Station

Fire Chief Wayne Lillywhite's written report was reviewed by Council. The report contained no recommendations.

Brownsville Fire Station

Fire Chief Dirk Verboom's written report was reviewed by Council. The report contained no recommendations.

Resolution No. 18 Moved by Ron Sackrider
Seconded by Gerry Mitchell

RESOLVED that the Fire Chief's Report for the Mount Elgin Fire Hall be received.

DISPOSITION: Motion Carried

Resolution No. 19 Moved by Gerry Mitchell
Seconded by Ron Sackrider

RESOLVED that the Fire Chief's Report for the Beachville Fire Hall be received.

DISPOSITION: Motion Carried

Resolution No. 20 Moved by Ron Sackrider
Seconded by Gerry Mitchell

RESOLVED that the Fire Chief's Report for the Brownsville Fire Hall be received.

DISPOSITION: Motion Carried

AGENDA ITEMS – CORRESPONDENCE

#831 Long Point Region Conservation Authority – Long Point Region high water use designation

Resolution No. 21 Moved by Ron Sackrider
Seconded by Gerry Mitchell

RESOLVED that the motion of the Long Point Region Conservation Authority requesting that Long Point Region Conservation Authority staff write a letter to the Ministry of the Environment, supporting the removal/reduction of the high water-use designation in the LPRCA sub-watersheds based on advancement of the existing science surrounding the designation be supported.

DISPOSITION: Motion Carried

ACCOUNTS PAYABLE

Resolution No. 22 Moved by Ron Sackrider
Seconded by Gerry Mitchell

RESOLVED that the following Accounts be approved for payment:

Council Report dated November 17, 2009	\$540,273.70
GST Recoverable	\$18,663.96
Bi-weekly Payroll #23	\$32,063.47
Council October Remuneration	\$4,742.89

TOTAL **\$595,744.02**

DISPOSITION: Motion Carried

INFORMATION CORRESPONDENCE

Resolution No. 23 Moved by D. Anne Vanhoucke
Seconded by George Klosler

RESOLVED that the following information correspondence be noted and filed: #832, #833.

DISPOSITION: Motion Carried

BY-LAWS AND AGREEMENTS

By-Law No. 45-2009 Lindsay Drain -Third and Final Reading

Resolution No. 24 Moved by Ron Sackrider
Seconded by Gerry Mitchell

RESOLVED that the By-Law to provide for drainage works on the Lindsay Drain – 2009, in the Township of South-West Oxford be now read a third time and finally passed, signed, sealed and numbered 45-2009.

DISPOSITION: Motion Carried

By-Law No. 47-2009 Amend Site Plan Control By-Law - First and Second Reading
Resolution No. 25 Moved by Ron Sackrider
Seconded by Gerry Mitchell

RESOLVED that the mover be granted leave to introduce a by-law to amend Site Plan Control By-Law No. 39-2008 by amending Schedule “A” as follows:

ADD

5. Upon receipt of the final plans, the Chief Administrative Officer will prepare the final Site Plan Agreement. The approval plans and documents will be incorporated into the Site Plan Agreement. A sample Site Plan Agreement is attached as Appendix “A” to these guidelines.

and this shall constitute the First and Second Reading thereof. (By-Law No. 47-2009).

DISPOSITION: Motion Carried

By-Law No. 47-2009 Amend Site Plan Control By-Law - Third Reading
Resolution No. 26 Moved by Ron Sackrider
Seconded by Gerry Mitchell

RESOLVED that the By-Law to amend By-Law No. 39-2008 by amending Schedule “A” be now Read a Third time and finally passed, signed, sealed and Numbered 47-2009.

DISPOSITION: Motion Carried

Mayor Jim Hayes returned to the meeting and assumed the Chair.

CHIEF ADMINISTRATIVE REPORT NO. C.A.O. 11-2009
2010 and 2011 Wage & Benefit Proposal

Resolution No. 27 Moved by David Mayberry
Seconded by Ron Sackrider

RESOLVED that the following increases be implemented:
2010 – 2%

And the following benefit changes be implemented:

- Eye glass coverage be increased to \$350.00
- Safety boots be provided at a maximum costs of \$200.00 (excluding garbage & recycling workers).

DISPOSITION: Motion Carried

Resolution No. 28 Moved by David Mayberry
Seconded by Gerry Mitchell

RESOLVED that the Chief Administrative Officer's Report No. CAO 11-2009 be received.

DISPOSITION: Motion Carried

NEW BUSINESS

Brownsville Community Services Building

Resolution No. 29 Moved by David Mayberry
Seconded by Gerry Mitchell

RESOLVED that Council explore the possibility of increasing the hall by the addition of 10 feet to the east side of the kitchen and storage area with the following conditions:

- 1) no more than 2-3 days delay in project and;
- 2) no more than \$80,000 in additional cost.

DISPOSITION: Motion Defeated

County of Oxford Public Meeting in Mount Elgin – Sewer hookups

Mayor Jim Hayes noted that the information was not well presented to the public. It appeared that no additional work was done to prepare for the meeting as some of the figures presented were corrected.

He will encourage the County to deal with the matter at an evening County Council meeting in January so that local residents are able to attend.

Pier Evaluation of Report

Council agreed that S.E. Yundt should be contacted to see if she would object to having a pier review of her report completed.

ADJOURNMENT

Resolution No. 30 Moved by David Mayberry
Seconded by Gerry Mitchell

RESOLVED that there being no further business Council adjourns at 11:30 p.m. to meet again on December 1, 2009, commencing 9:00 a.m.

DISPOSITION: Motion Carried

MAYOR: Jim Hayes

CLERK: Mary Ellen Greb